

BALSALL PARISH COUNCIL

requires a

CLERK/RESPONSIBLE FINANCIAL OFFICER

This is an excellent opportunity to be involved in local issues with the flexibility to be able to work from home and from an office in the parish when it becomes available. As the principal officer, duties include: producing agendas and minutes for all council meetings and committees, liaising with outside bodies, actioning the council's decisions, acting as the council's financial officer, keeping the council's financial records. Requirements: previous experience of local government is desirable, some evening work and ability to work from home, requirement to gain relevant qualifications.

18 hours per week subject to approval
to be reviewed after three months.

Salary NJC scales (LC1/LC2): from £16,054 pro rata depending on experience.

For full job description
and application form telephone: **01676 534552** or email: judy@balsall-pc.gov.uk
Further information may be found on the council website:
www.balsallparishcouncil.org

Closing date for applications: 12 noon, 27 January 2012
Interview: 3 February 2012